

**PPMR
MANAGEMENT & OVERSIGHT CHECK LIST**

AUTOMATED SYSTEMS - Use	YES	NO	N/A
1. USDA Acquisition Tool Kit			
A. CBD Net			
B. CBD Solicitations			
C. Davis Bacon/Service Contract Act			
D. SBA Pro-net			
E. Excluded Parties List			
F. NIH Past Performance			
G. GSA Advantage			
2. NFC-279			
3. Other Automated Systems			
4. Procurement Reporting Systems			
5. Internal Review Processes			
A. Status Reports/Tracking System			
B. Accuracy Checks			
C. Quality Checks/Customer Service/Customer Survey			
6. Resource Tools			
A. FAR			
B. AGAR			
C. P&P			
D. Bulletins			
E. Subscriptions			
F. SOP - PPD website			
7. Location Reviews			

PPMR
MANAGEMENT & OVERSIGHT CHECK LIST (Continued)

STRATEGIC PLAN INITIATIVES	YES	NO	N/A
1. Fully implement PCMS w/Check writing			
2. Simplified acquisition under \$100,000 and Streamline Procurement			
3. Maximum use of Commercial Item Acquisition (FAR 13.5(b))			
4. Value Engineering (FAR 48)			
5. Energy Initiatives ESPC (FAR 23.2) Use of Recovered Material (FAR 23.4) Environmentally Preferable & Energy-Efficient Products/Services “Greening” (FAR 23.7 and E.O.s 12902, 13101 & 13123)			
6. Procurement Preference Program.-- Goal-setting, Tracking, Reporting			
7. Evidence of outreach -- Trade fairs			
8. Training for Procurement Personnel & Appropriate Delegation Level			
9. Delegated Authority for O&M Service Contracts			
10. Past Performance (NIH System as of Oct 1, 1998)			
11. Performance Base Contracting			